

User Guide for the new features of Virtual Store

I. USER WITH APP-CSE UPLOADER ACCESS LEVEL

- 1.1 Send APP-CSE for Approval
- 1.2 Recall APP-CSE
- 1.3 View Approved APP-CSE
- 1.4 Upload Supplemental APP-CSE
- 1.5 Edit APP-CSE after uploading Supplemental APP-CSE

II. USER WITH APP-CSE APPROVER ACCESS LEVEL

- 2.1 Send back APP-CSE
- 2.2 APP-CSE Approval

III. CNAS GENERATION

IV. MODE OF DELIVERY

[Guidelines on the use of Virtual Store for the procurement of CSE](#)

I. USER WITH APP-CSE UPLOADER ACCESS LEVEL

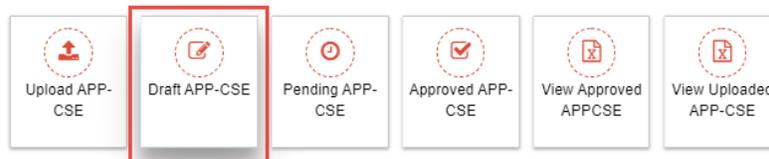
Note: The person designated as the APP-CSE Uploader may also be designated as an Agency Buyer. However, the person designated as the APP-CSE Approver shall not be designated as either the Agency Buyer or the APP-CSE Uploader.

1.1 SEND APP-CSE FOR APPROVAL

Step 1: Login to MPhilGEPS portal.

Step 2: Go to APP-CSE menu then choose *Upload APP-CSE* submenu. Follow the existing process in uploading the APP-CSE.

Step 3: Once the APP-CSE is successfully uploaded, go to *Draft APP-CSE* submenu.



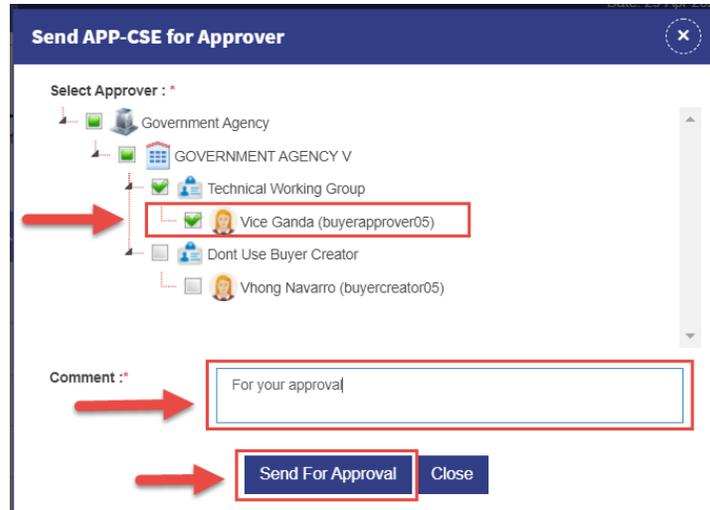
Step 4: System will display the *Draft APP-CSE* page. Select the year and click **View Items** button. System will show the uploaded APP-CSE and the *Draft* status. *APP-CSE with draft status will not be included in any MIS or Consolidated APP-CSE Reports.*



Step 5: Click **Send for Approval** button.



Step 6: A pop-up will display and show the list of users in the Agency. Select an *Approver*, input *comments* and click **Send for Approval** button.



Step 7: Once the APP-CSE was submitted for approval, the system will load the Pending APP-CSE page and will show *Pending for Approval* status. Editing of items will be disabled.

Step 8: Only the selected approver can process the approval of the APP-CSE.

1.2 RECALL APP-CSE

Step 1: Login to MPhilGEPs portal.

Step 2: Go to *APP-CSE* menu, then click *Pending APP-CSE* submenu.



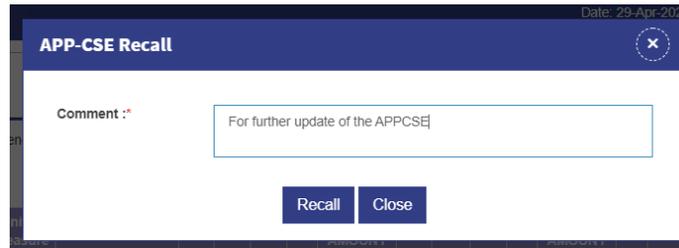
Step 3: System will display the *Pending for Approval APP-CSE* page. Select the year and click **View Items** button. System will display the uploaded APP-CSE and will show *Pending for Approval* status.



Step 4: Click **Recall** button.



Step 5: A pop-up will show to confirm the recall process. Comment field is required then click **Recall** button.



Step 6: On confirmation of the recall, the APP-CSE will be reverted to the Draft page and will be removed from the pending task of the Approver. Status of the APP-CSE will change to *Draft*.

1.3 VIEW APPROVED APP-CSE

Step 1: Login to MPhilGEPS portal.

Step 2: Go to *APP-CSE* menu, then click *View Approved APP-CSE* submenu.



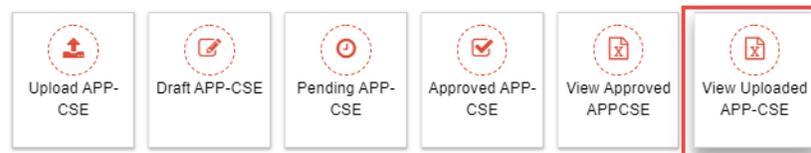
Step 3: System will display the *Approved APP-CSE* page. Select the year and click **View Items** button. System will display the approved APP-CSE and will show *Approved* status.

Step 4: Under the *Actions* column, *View History* will be available.

1.4 UPLOAD SUPPLEMENTAL APP-CSE

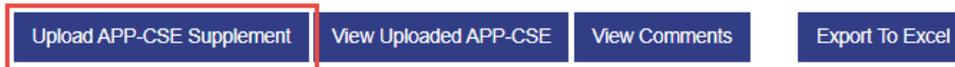
Step 1: Login to MPhilGEPS portal.

Step 2: Go to *APP-CSE* menu, then click *View Uploaded APP-CSE* submenu.



Step 3: System will display the *View Uploaded APP-CSE* page. Select the year and click **View Items** button. System will display the approved APP-CSE and will show *Approved* status.

Step 4: Click **Upload APP-CSE Supplement** button to upload the Supplemental APP-CSE file.



Step 5: A pop-up will be displayed. Input Supplement Date and upload the Supplemental APP-CSE document. Click **Publish** button.

Upload APP-CSE Supplement Scan

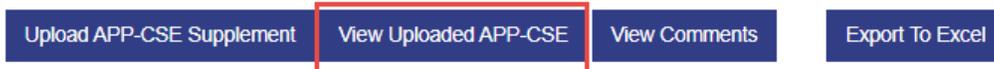
Supplement Number :^{*} CSESUP2021505451

Supplement Date :^{*}

Select Supplement APP-CSE :^{*} Choose File

Publish Close

Step 6: On confirmation, the supplemental APP-CSE will be uploaded and can be viewed by clicking on the **View Uploaded APP-CSE** button.



Step 7: System will display a pop-up and show the list of uploaded files in the system. To view the uploaded files, click on the link under the *File* column.

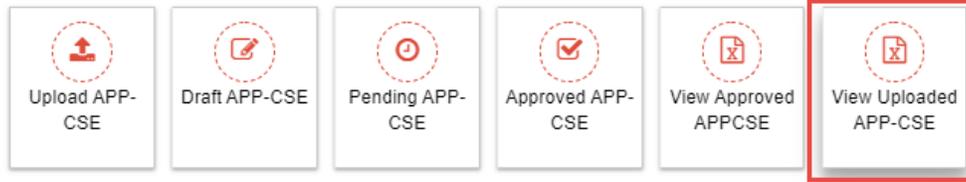
Document Name	Supplement Number	File	Published Date	Published By
Approved APP-CSE	NA	1) file 1	03-May-2021 03:48 PM	Vice Ganda
Supplement APP-CSE	CSESUP2021505451	1) file 1	03-May-2021 04:12 PM	Vhong Navarro

Close

1.5 EDIT APP-CSE AFTER UPLOADING SUPPLEMENTAL APP-CSE

Step 1: Login to MPhilGEPS portal.

Step 2: Go to *APP-CSE* menu, then click *View Uploaded APP-CSE* submenu.



Step 3: System will display the *View Uploaded APP-CSE* page. Select the year and click **View Items** button. System will display the approved APP-CSE and will show *Approved* status.

Step 4: At the rightmost part of the page, under the *Action* column, click the **Edit Quantity** icon.

Total Qty	Consumed Qty	Remaining Qty	Price Catalogue	Total Amount	Modified Date	Action
0	0	0	0.00	0.00		 
0	0	0	0.00	0.00		 
0	0	0	0.00	0.00		 
0	0	0	0.00	0.00		 

Step 5: A pop-up will show and display the *Edit APP-CSE Quantity* form. Update the quantity based on the uploaded supplemental APP-CSE. In the *Supplement Number* dropdown, select the corresponding Supplemental APP-CSE.

The image shows a form titled 'Edit APP CSE Quantity'. On the left, under 'Item Details', there are fields for Organization Name, Annual Year, Item Code, Unit of Measure, and Item Description. Below these is a 'Supplement Number' dropdown menu, which is highlighted with a red box. A red arrow points to the selected option 'CSESUP2021505451'. On the right, there is a grid of months from Jan to Dec, with quantity input fields. The 'Nov' field is highlighted with a red box. At the bottom right, there are 'Save' and 'Close' buttons.

Step 6: On confirmation, quantities of the uploaded APP-CSE will be updated.

II. USER WITH APP-CSE APPROVER ACCESS LEVEL

Note: The person designated as the APP-CSE Uploader may also be designated as an Agency Buyer. However, the person designated as the APP-CSE Approver shall not be designated as either the Agency Buyer or the APP-CSE Uploader.

2.1 SEND BACK APP-CSE

Step 1: Login to MPhilGEPS portal.

Step 2: Upon login, the *Pending Task* page will be displayed, select the *count link* adjacent to the *APP-CSE Pending for Approval* category.

Pending Task

Notification Dashboard Analytics

Category	Count
Postpone of opening Pending for Approval	1
Bid Notice Pending for Approval	1
APP CSE Pending for Approval	1

Step 3: System will then display the *Pending for Approval APP-CSE* page. Select the year and click **View Items** button. System will display the submitted APP-CSE and will show *Pending for Approval* status.

2021 status: Pending for approval

Organization Name : GOVERNMENT AGENCY V

Step 5: Click **Send Back** button.

Step 6: System will display a pop-up to confirm the Send Back process. Comment field is required then click **Send Back** button.

APP-CSE Send Back

Comment :*

Please update

Step 7: On confirmation, the Approver will not be able to approve the APP-CSE. The APP-CSE will then be reverted to the uploader. Status of the APP-CSE will change to *Draft*.

2.2 APP-CSE APPROVAL

Step 1: Login to MPhilGEPS portal.

Step 2: Upon login, the *Pending Task* page will be displayed, select the *count link* adjacent to the *APP-CSE Pending for Approval* category.

Pending Task

Notification Dashboard Analytics

Category	Count
Postpone of opening Pending for Approval	1
Bid Notice Pending for Approval	1
APP CSE Pending for Approval	1

Step 3: System will then display the *Pending for Approval APP-CSE* page. Select the year and click **View Items** button. System will display the submitted APP-CSE and will show *Pending for Approval* status.

2021 View Items status: Pending for approval

Organization Name : GOVERNMENT AGENCY V

Step 4: Click **Approve** button. System will display a pop-up to confirm the Approval process.

Approve Send Back View Comments Export To Excel

Step 5: In the pop-up, a Comment field is required then upload the scanned copy of the approved APP-CSE.

APP-CSE Approve

Date: 03-May-202

Comment :*

Approved

Select Approved APP-CSE :*

Choose File

1620027934_Scanned_Approved_APP_CSE_of_Procurement_Service___DBM.jpg X

Approve Close

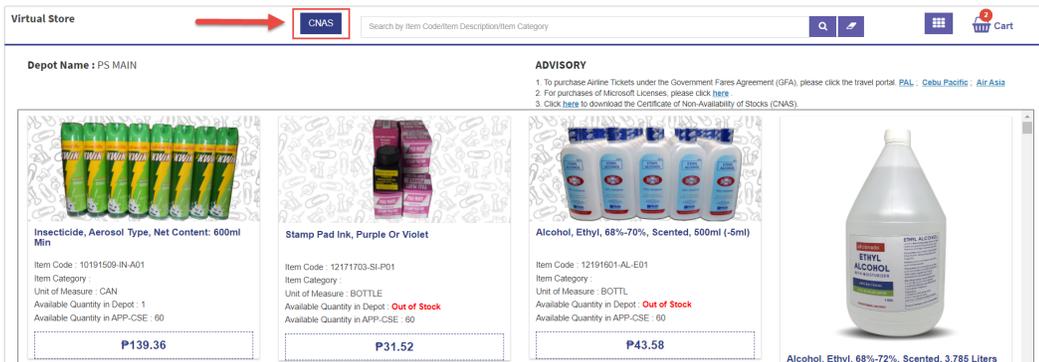
Step 6: On confirmation, the APP-CSE will be approved and system will display the *Approved APP-CSE* page.

III. CNAS GENERATION

Step 1: Login to MPhilGEPS portal.

Step 2: Go to *Virtual Store* menu then choose *Go to Virtual Store* submenu.

Step 3: Virtual Store page will display. To generate the CNAS, click on the **CNAS** button.



Step 4: System will generate and download the CNAS in pdf. *Date Generated* will be displayed in the file.



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

Certificate of Non-Availability of Stocks (CNAS)

As of Thursday, May 06, 2021 1:26 PM

Total No. of Items: 254

Product Code	Product Description	UOM	Price
10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	139
12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	32
12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottl	44
12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, 1 gallon	gal	458
12191601-AL-E03	ALCOHOL, ETHYL, 68%-72%, 1 GALLON		388
12191601-AL-E04	ALCOHOL, ethyl, 68%-72%, 500ml		67
13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	221
13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	209

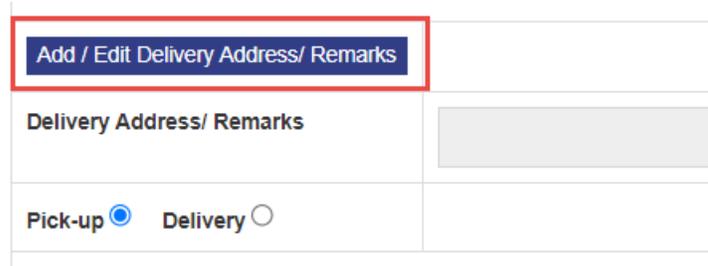
IV. MODE OF DELIVERY

Step 1: Login to MPhilGEPS portal.

Step 2: Go to *Virtual Store* menu then choose *Go to Virtual Store* submenu.

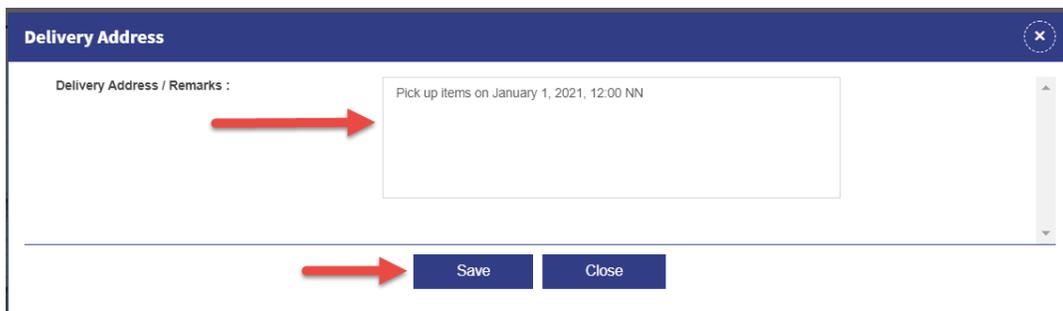
Step 3: Add item to cart then click *My Cart* icon. My Cart page will show. Selection of Mode of Delivery will be available. If default depot is set to **PS MAIN**, system will allow the user to choose either *Pick-Up* or *Delivery*. If not, *Delivery* option will be disabled.

Step 4: If mode of delivery is Pick-Up, user may add their remarks by clicking on the **Add/Edit Delivery Address/Remarks** button.



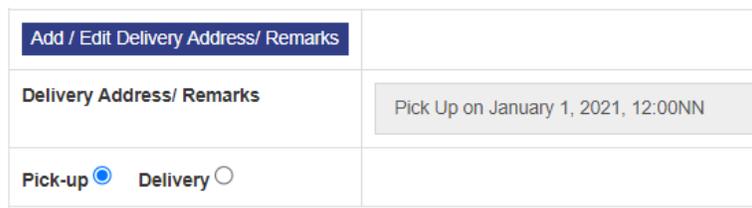
The screenshot shows a form with a blue button labeled "Add / Edit Delivery Address/ Remarks" at the top, which is highlighted with a red box. Below the button is a text input field labeled "Delivery Address/ Remarks". At the bottom of the form, there are two radio buttons: "Pick-up" (which is selected) and "Delivery".

Step 5: A pop-up will display. Input the *Remarks* on the text area then click **Save**.



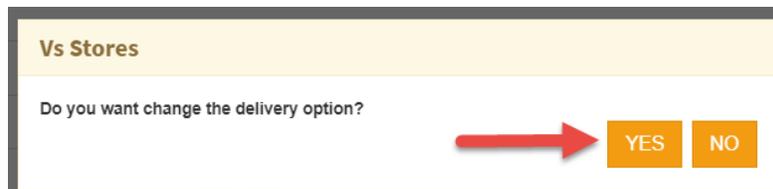
The screenshot shows a pop-up window titled "Delivery Address" with a close button in the top right corner. Inside the window, there is a text area labeled "Delivery Address / Remarks :" containing the text "Pick up items on January 1, 2021, 12:00 NN". A red arrow points to this text area. At the bottom of the window, there are two buttons: "Save" and "Close", with a red arrow pointing to the "Save" button.

Step 6: Remarks will be displayed in the Delivery Address/Remarks field.



The screenshot shows the same form as in Step 4, but now the "Delivery Address/ Remarks" field contains the text "Pick Up on January 1, 2021, 12:00NN". The "Pick-up" radio button remains selected.

Step 7: To change the Mode of Delivery, just click on the **Delivery** radio button. A pop-up will show to confirm the process.



The screenshot shows a confirmation pop-up window titled "Vs Stores". It contains the question "Do you want change the delivery option?" and two buttons: "YES" and "NO". A red arrow points to the "YES" button.

Step 8: Click **Add/Edit Delivery Address/Remarks** button to add the preferred delivery address.

Add / Edit Delivery Address/ Remarks	
Delivery Address/ Remarks	
Pick-up <input type="radio"/> Delivery <input checked="" type="radio"/>	

Step 9: A pop-up will display. Input the *Delivery Address* on the text area then click **Save**.

Delivery Address
✕

Delivery Address / Remarks :

F. Ortigas Jr. Rd., Ortigas Center, Pasig City

Save
Close

Step 10: Delivery Address will be displayed in the Delivery Address/Remarks field.

Add / Edit Delivery Address/ Remarks	
Delivery Address/ Remarks	F. Ortigas Jr. Rd., Ortigas Center, Pasig City
Pick-up <input type="radio"/> Delivery <input checked="" type="radio"/>	